

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, March 9, 2020 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, WI.

Present: Chair Lund, Supervisor Moynihan, Supervisor Erickson, Supervisor Hoyer, Supervisor Van Dyck, Supervisor Sieber
Excused: Supervisor Buckley
Also Present: Corporation Counsel David Hemery, Director of Administration Chad Weininger, Internal Auditor Dan Process, Register of Deeds Cheryl Berken, Supervisor Borchardt, Supervisor Tran, Supervisor Brusky

I. Call meeting to order.

The meeting was called to order by Chair Tom Lund at 5:30 pm.

II. Approve/modify agenda.

Motion made by Supervisor Sieber, seconded by Supervisor Hoyer to delete Items 9, 10 and 11 and approve as amended. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/modify Minutes of February 10, 2020.

Motion made by Supervisor Hoyer, seconded by Supervisor Erickson to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public. None.

1. Review Minutes of: None.

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Motion made by Supervisor Erickson, seconded by Supervisor Sieber to pay the legal bills. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Communications

3. Communication from Supervisors Tran, Brusky & Evans: To direct Corporation Counsel to draft a resolution regarding the siting of wind turbines near homes to the Lt. Governor's Office, the Office of Sustainability and Clean Energy and the Public Service Commission. *Referred from February County Board.*

Supervisor Tran and Supervisor Brusky addressed the committee. Tran wanted to revisit this since the last resolution sent was back in 2010. The County Board at that time sent a resolution to the State but it fell on deaf ears. She hopes with the new administration and new data and more research within the last 10 years that we could revisit this to see if we can get some relief for our constituents who are suffering.

Supervisor Brusky added that there has been no change in the symptoms of residents that live near the wind turbines; they are just putting up with it. Three homes were abandoned, one of which was resold, however she noted that the buyer could not get an FHA loan because of the wind turbines in the area. The other two homes have not been sold but the owners continue to pay their property taxes and maintain the homes. The resolution being suggested in this communication is an attempt to budget the new administration.

Lund questioned if the hope is to have the wind turbines that are already in Brown County removed. Tran responded the hope is to ask the state to look at new data and amend the current setback of 1200 feet from

homes and secondly to possibly give local control back so we can determine our own setbacks. Brusky added this continues to be a fight throughout the country. Tran said they are not saying they want to get rid of wind turbines, they just want more responsible setbacks.

Tran continued by outlining different setbacks in various states throughout the US. In Maine the setback is approximately 1.5 miles and there are a number of states that have setbacks of approximately 1 mile while other states have their setbacks at .5 miles. Brown County currently is at a little less than .25 miles. Brusky added that there are two counties in Indiana that are in the midst of trying to get setback regulations and they are asking for 2.5 miles. She said the people who are determined to do green energy do not seem to be supportive of protecting our citizenry and she does not feel we can ignore this on a local level.

Supervisor Van Dyck is not opposed to a resolution, but he does not think there have been any windmills built in the state for a number of years because the legislation that was previously in place was not pro green energy. He appreciates the attempt being made here, but said it will be interesting to see what happens at the state level because these windmills can only be placed in certain areas based on the amount of wind. If we are going to try to place them 1 – 1.5 miles apart, that will likely wipe out the vast majority of Wisconsin. It does not hurt to ask for more distance or control, but Van Dyck feels there will be conflict because although people want green energy, they do not want them on top of homes. Chair Lund added it is best to have the windmills close to the population to limit the energy lost through the transfer of the energy.

Supervisor Erickson asked why a resolution would be sent to the Lt. Governor. Tran responded that the Lt. Governor is the head of the new task force for renewable energy. Erickson feels we should be talking to the senators and representatives from the surrounding areas. Tran informed her and Brusky went to Madison recently to talk to the Lt. Governor's policy director as well as the Governor's liaison for elected officials who had a lot of good questions. They were not aware that the Brown county Board of Health declared wind turbines a health hazard in 2014 and they wondered why local people did not take action. Tran and Brusky explained they did the best they could and did everything they could. Ultimately the states make the decision on the setbacks. Brusky added Green County is trying to get wind turbines put in but the local residents are fighting it.

Tran continued that it is worthy to note that in 2028 the federal funding for wind turbine energy will be gone unless it is renewed. Also, once these turbines stop working, they are going to have to go into landfills because there is not currently technology to recycle them yet. She also noted that one turbine requires about five times the amount of land as a solar farm does.

Hoyer asked what a better siting distance would be based on Tran's research. Tran responded that in Indiana the distance is 2.5 miles and Iowa is looking at 1.5 miles. She also noted that in 2018 the World Health Organization declared that infrasound from wind turbines causes sleep disturbance and affects cardiovascular health. She feels it is worth asking the state again to give us autonomy to do what we need to do for our people or create better setbacks so people are not suffering. Lund understands where Tran and Brusky are coming from and he is amenable to sending this to the state.

Supervisor Sieber feels it is important to have an idea of a siting number and why we are asking for it. He is hesitant to support something without solid numbers, including the rationale for those numbers. Moynihan said the numbers would depend on the location and he would rather see language that the county have the autonomy to do what we think is best for our county. Lund would be in favor of some sort of number and said there is a certain distance sound waves travel so once that distance is reached, the problems lessen. Brusky noted there are people that can feel effects of the wind turbines 4.2 miles away and others can feel it on the highway when they drive by.

Tran concluded by outlining data with regard to loss of home value for homes near wind turbines. Homes less than .5 miles from wind turbines have a loss in value of 35 - 85%; homes within .75 miles have a loss of value of 25 – 50%; homes within 1.5 miles have a 25 – 40% loss and homes within 3 miles have a loss in value of 20 – 25%. This is not just a health issue, it is also affecting property values.

Motion made by Supervisor Sieber, seconded by Supervisor Moynihan to direct Corporation Counsel to draft a resolution supporting Brown County to make their own wind turbine siting rules. Vote taken.

MOTION CARRIED UNANIMOUSLY

4. **Communication from Supervisor Van Dyck re: Amend Chapter 2 of the County Code of Ordinances, Section 2.05 (Committees of the County Board) to eliminate the Executive Committee as a standing committee of the Brown County Board and amend all other applicable sections of Chapter 2 to accommodate this change. *Referred from February County Board.***

Supervisor Van Dyck referred to the handout provided by Corporation Counsel, a copy of which is attached. Van Dyck said Page 11 of the handout outlines the change he is proposing which is that the Executive Committee would only meet when called into session according to Section 2.13(1)(f) or at the discretion of the Vice Chair of the County Board. Section 2.13 basically states that the Chairman of the Board and/or the majority of the members of this committee can ask that the committee be called into session. Instead of Executive Committee being a regularly scheduled meeting, it would be a committee that is called into session for various reasons. He outlined the rest of the changes that would be made to accommodate this as shown in the handout. Under these changes the Executive Committee would act as policy oversight committee for any matter not herein delegated to another standing committee as determined by the County Board or by the Chair or Vice Chair of the County Board. This committee would also act on any matters referred to it via the County Board or via the Vice Chair or Chair of the County Board and make recommendations to the County Board as appropriate. Effectively the committee could be called into action by those parties. The rest of the items that are crossed out in the handout are then transferred back to the standing committees and Van Dyck outlined these changes.

In simple terms, this would take some of the things that were typically done at this level, much of which is duplication of what already took place at other levels, and send authority back to the oversight committees with the full County Board still getting a kick at the can.

Lund does not agree with this; he feels it will erode away the County Board. He thinks it is good to have the chairs of each committee come together regularly to address things. Lund said it may be better to get rid of the committee structure altogether and hold two full Board meetings a month. One meeting would be committee of the whole and the second one would be for approval of the resolutions that come from the committee of the whole.

Motion made by Supervisor Moynihan, seconded by Supervisor Van Dyck to approve. Vote taken. Ayes: Moynihan, Van Dyck, Hoyer, Sieber Nays: Erickson, Lund MOTION CARRIED 4 to 2

5. **Communication from Supervisor Van Dyck re: To amend Chapter 2 of the County Code of Ordinances, Section 2.06 (Administration Committee) and Section 2.10 (Human Services Committee), changing the oversight committee for Child Support from Administration Committee to Human Services Committee. *Action at February Human Services: To support and refer to Executive Committee for consideration.***

Motion made by Supervisor Van Dyck, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Communication from Supervisor Van Dyck re: To amend Chapter 2 of the County Code of Ordinances, Section 2.07 (Planning, Development & Transportation Committee) and Section 2.11 (Education and Recreation Committee), changing the oversight committee for U.W. Extension from PD & T to Ed and Rec Committee. *Action at February Ed & Rec: To approve change and forward to Executive Committee.***

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Communication from Supervisor Nicholson re: Review the Ordinance on Public Comments with possible action. *Action at February Executive Committee: Hold for one month.***

Lund informed he spoke with Supervisor Nicholson who would like to see comments from the public limited to three minutes per speaker.

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Internal Auditor

- 8. 2020 Status Update: February 1 – February 29, 2020.**

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Board of Supervisors

- 9. 2019 – 2020 Carryover Funds.**

This item was removed from the agenda; see Item II above.

County Executive

- 10. 2019 – 2020 Carryover Funds.**

This item was removed from the agenda; see Item II above.

Corporation Counsel

- 11. 2019 – 2020 Carryover Funds.**

This item was removed from the agenda; see Item II above.

- 12. Oral Report.**

Corporation Counsel David Hemery referenced the closed session at Item 19 and asked that it be held until the next meeting as he is unable to attend the March County Board meeting.

Van Dyck asked for clarification as to where we are at with the sales tax lawsuit. Hemery outlined the process and informed the decision should have already been received. He continues to check on this on a daily basis and will keep the committee advised. Hoyer asked if the county is still incurring outside legal costs for this and Hemery advised that at this time we are not incurring legal fees while waiting for the decision.

Motion made by Supervisor Hoyer, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions, Ordinances

- 13. Resolution Approving Budget Carryover Requests from 2019 Budget to 2020 Budget.**

Director of Administration Chad Weininger provided an updated carryover request, a copy of which is attached.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

- 14. Resolution Re: Table of Organization Change for UW Extension LTE Conservation Student Intern.**

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- 15. Resolution Establishing the Salaries of Certain Elective Officials – County Clerk, County Treasurer and Register of Deeds.**

Sieber informed this had been amended at Administration Committee. The amended resolution was provided by Hemery, a copy of which is attached.

Moynihan noted he will be running for County Clerk and therefore will be abstaining from this vote.

Motion made by Supervisor Sieber, seconded by Supervisor Hoyer to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY with Supervisor Moynihan abstaining

16. 'Sense of the Board' Resolution Requesting that the WI DNR Establish Standards and Perform Baseline PFAS Testing.

Motion made by Supervisor Sieber, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

17. 'Sense of the Board' Resolution Supporting Passage of 2019 Senate Bill 381 Regarding Eliminating the Statute of Limitations for Certain Sex Offenses.

Motion made by Supervisor Hoyer, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration

18. Director of Administration Report.

No report; no action taken.

Closed Session

19. Discussion of County Social Media Accounts and Supervisor Deslauriers' Request to Cease any Messaging or Social Media Account Usage Until Compliance is Ensured.

- a. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(g), i.e. conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in particular, regarding Supervisor Deslauriers' Request to Cease any Messaging or Social Media Account Usage Until Compliance is Ensured.

Motion made by Supervisor Hoyer, seconded by Supervisor Moynihan to hold until the next regularly scheduled Executive Committee meeting. Ayes: Hoyer, Moynihan, Lund, Erickson, Van Dyck Nay: Sieber. MOTION CARRIED UNANIMOUSLY

- b. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1)(g), the governmental body shall convene into closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in particular, regarding Supervisor Deslauriers' Request to Cease any Messaging or Social Media Account Usage Until Compliance is Ensured.
- c. **Reconvene into Open Session:** The governmental body shall reconvene into open session for possible voting and/or other action regarding Supervisor Deslauriers' Request to Cease any Messaging or Social Media Account Usage Until Compliance is Ensured.

Other

20. Audit of the bills.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Such other matters as authorized by law. None.

22. Adjourn.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to adjourn at 6:15 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

March 18, 2020

**ORDINANCE TO AMEND VARIOUS SECTIONS OF
CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Chapter 2 of the Brown County Code of Ordinances is hereby amended as follows:

See 'Attachment A' in which: 1) **Deletions to Chapter 2** are represented in red and by strikethrough (e.g., ~~strikethrough~~); and 2) **Additions to Chapter 2** are represented in red and by underline (e.g., additions).

Section 2 - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

20-0290

Authored by: Corporation Counsel at the request of Supervisor Van Dyck

Approved by: Corporation Counsel

Fiscal Note: This amendment does not require an appropriation from the General Fund.

CORPORATION COUNSEL

Brown County

305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03-06-2020
REQUEST TO: Executive Committee and Co Board
MEETING DATE: 03-09-2020 and 03-18-2020, respectively
REQUEST FROM: Dave Hemery, Corp Counsel
per Supervisor Van Dyck

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: ORDINANCE TO AMEND VARIOUS SECTIONS OF
CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES

ISSUE/BACKGROUND INFORMATION:

Various Amendments to Ch 2, including having the Executive Committee meet on an 'as-needed' basis only.

ACTION REQUESTED:

Consideration.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? 0.
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account?
 - b. If no, how will the impact be funded?
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

4

ATTACHMENT TO
ORDINANCE TO AMEND VARIOUS SECTIONS OF
CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES

1) Deletions to Chapter 2 are represented in red and by strikethrough (e.g., ~~strikethrough~~); and

2) Additions to Chapter 2 are represented in red and by underline (e.g., additions).

CHAPTER 2
(Revised 07-18-2019)
COUNTY BOARD OF SUPERVISORS

2.01 SUPERVISORY DISTRICTS. The boundaries of the supervisory districts as heretofore established shall continue in effect.

2.02 MEETINGS. Meetings of the Brown County Board of Supervisors shall be held and conducted in accordance with the Wisconsin Statutes, Section 59.04. An organizational meeting shall be held on the third Tuesday of April in even numbered years at 9:30 a.m. Unless otherwise provided regular meetings of the Brown County Board of Supervisors shall be held on the third Wednesday of each month at 7:00 p.m. Regular meetings of the six Brown County Standing Committees shall occur on Mondays, Tuesdays, Wednesdays or Thursdays, and said Standing Committee meetings shall commence between the hours of 5:00 pm and 7:00 pm.

2.03 ORGANIZATION, POLICY AND AUTHORITY OF THE BROWN COUNTY BOARD OF SUPERVISORS. (1) Reprint of Section 59.03 and 59.04, and 59.17(2)(a), Wis. Stats.: (a) 59.03 Administrative Home Rule. Every county may exercise any organizational or administrative power, subject only to the constitution and any enactment of the legislature which is of statewide concern and which uniformly affects every county.

(b) 59.04 Construction of Powers. For the purpose of giving to counties the largest measure of self-government in accordance with the spirit of the administrative home rule authority granted to counties in s. 59.03, it is hereby declared that this chapter shall be liberally construed in favor of the rights, powers and privileges of counties to exercise any organizational or administrative power.

(c) 59.17(2)(a) County Executive. The duties and powers of the County Executive shall be, without restriction because of enumeration, to: (a) Coordinate and direct by executive order or otherwise all administrative and management functions of the county government not otherwise vested by law in other elected officers.

(d) 59.17(5) Message to the County Board; Submission of Annual Budget. The county executive shall annually and otherwise as may be necessary, communicate to the county board of supervisors the condition of the county, and shall recommend such matters to them for their consideration as he may deem expedient. Notwithstanding any other provisions of the law, he shall be responsible for the submission of the annual budget to the county board and may exercise the power to veto any increases or decreases in the budget under sub. (6).

(1) The County Executive shall submit the annual budget to the County Board on or before October 1st of each calendar year.

(e) 59.17(6) County Executive to Approve or Veto Resolutions or Ordinances; Proceedings on Veto. Every resolution or ordinance passed by the county board shall, before it becomes effective, be presented to the county executive. If he approves, he shall sign it; if not, he shall return it with his objections, which objections shall be entered at large upon the journal and the board shall proceed to reconsider the matter. Appropriations may be approved in whole or in part by the county executive and the part approved shall become law, and the part objected to shall be returned in the same manner as provided for in other resolutions or ordinances. If after such reconsideration, two-thirds of the members-elect of the county board agree to pass the resolution or ordinance or the part of the resolution or ordinance objected to, it shall become effective on the date prescribed but not earlier than the date of passage following reconsideration. In all such cases, the votes of the members of the county board shall be determined by ayes and nays and the names of the members voting for or against the resolution or ordinance or the part thereof objected to shall be entered on the journal. If any resolution or ordinance is not returned by the county executive to the county board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to him, it shall become effective unless the county board has recessed or adjourned for a period in excess of 60 days, in which case it shall not be effective without his approval.

(2) (a) Reprint of Section 65.90, Wisconsin Statutes: 65.90(5)(a) Except as provided in par. (b) and except for alterations made pursuant to a hearing under sub. (4), the amount of tax to be levied or certified, the amounts of the various appropriations and the purposes for such appropriations stated in a budget required under sub. (1) may not be changed unless authorized by a vote of two-thirds of the entire membership of the governing body of the municipality. Any municipality, except a town, which makes changes under this paragraph shall publish a class 1 notice thereof, under ch. 985, within 10 days after any change is made. Failure to give notice shall preclude any changes in the proposed budget and alterations thereto made under sub. (4).

65.90(5)(b) A county board may authorize its standing finance committee to transfer funds between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated, and to supplement the appropriations for a particular office, department or activity by transfers from the contingent fund. Such committee transfers shall not exceed the amount set up in the contingent fund as adopted in the annual budget, nor aggregate in the case of an individual office, department or activity in excess of 10 percent of the funds originally provided for such office, department or activity in such annual budget. The publication provisions of para. (a) shall apply to all committee transfers from the contingent fund.

(b) Brown County appropriates budgeted funds as follows:

Appropriations for all levy funded departments and/or funds, except capital projects, shall be controlled by the following classifications: Personnel Costs; Operating Expenses; and Outlay.

Appropriations for all non-levy funded departments and/or funds, including capital projects, shall be controlled at the total budgeted expenditures for the department or fund.

(3) (a) The governing body of Brown County shall be known as the "Brown County Board of Supervisors" or the "Brown County Board", hereinafter referred to as the Board or its members, "Supervisors".

(b) It is declared to be the legislative policy and intent of the County Board that the County Board shall be organized to provide it with authority to exercise all county policy as conferred upon it by Wisconsin law including the provisions of Home Rule as provided in Sec. 59.03 and 59.04 and as further defined by county resolution or ordinance.

(c) The County Board of Supervisors shall serve concurrent two-year terms expiring on the third Tuesday of April of the even numbered years.

(d) All contracts, leases and agreements for the County, other than those which are administrative in nature, must be approved by the County Board unless otherwise provided by Wisconsin law or these rules.

(e) Repealed on April 17, 2013.

2.04 OFFICERS, SELECTION AND AUTHORITY. (1)(a) At the first meeting after each supervisory election, the Board shall elect by ballot a member Chair and Vice-Chair.

(b) The election of the Chair shall be conducted by the senior member of the Board.

(c) Names of candidates shall be placed in nomination by motion made and seconded from the floor. Nomination shall be made for one office at a time.

(d) Prior to the election of Board Chair and Vice Chair, the County Board shall conduct a vote to determine if the leadership vote shall be held by a "SECRET" or "OPEN" ballot.

(e) The County Board staff shall provide the County Board with ballots of uniform size and color upon which the members shall vote by writing the name of the person or persons to be voted upon.

(f) The Board Chair may appoint two members of the Board as tellers to canvass the vote.

(g) The ballots shall be retained as a permanent record of the Board.

(2) Powers and Duties of the Chair. The Chair:

(a) After the his/her election, shall appoint the standing committees for a term of two years and report the appointments to the Board no later than the next regular meeting of the Board.

(b) Shall fill by appointment any vacancy on a standing committee for the balance of the term.

(c) Shall appoint each supervisor to at least one standing committee.

(d) Shall, unless otherwise ordered, appoint special committees provided for by resolution designating the number and object.

(e) Shall preside at all meetings of the County Board when present.

(f) Shall refer all requests and communications not specifically addressed to any committee or official of the county to the appropriate committee or official.

(g) Shall be entitled to vote on all questions before the Board.

(h) May administer oaths to persons required to be sworn concerning any matter submitted to the Board or a committee thereof or connected with their powers or duties.

(i) Shall countersign all ordinances of the County Board.

(j) Shall determine the appropriate committee for review of all resolutions or ordinances, prior to action being taken on the measure by the entire County Board. The above would not apply in an emergency situation or where time does not permit committee review in advance, at the discretion of the Chairman, subject to an appeal by the County Board.

(k) May excuse members, and the excuse shall be entered in the proceedings of the County Board.

(l) Shall be an ex officio member of all committees, commissions and boards created by the Board and may meet and deliberate in their meetings. He or she shall have the power to vote in such committee only in order to establish a quorum and shall be entitled to vote on any matters presented to the committee until such time as a quorum of the regular committee members is present.

(m) Shall represent the county at all ceremonial events or functions to present county positions or programs at his or her discretion.

(n) Shall appoint a member to the Land Conservation Committee in accordance with Sec. 92.06(1)(b) 2., Wis. Stats.

(3) Duties of the Vice-Chair. The Vice-Chair:

(a) Shall assume all duties of the Chair in the event of absence, disability or incapacity of the Chair.

(b) Shall chair the Executive Committee.

(c) Shall preside at Board of Supervisors meetings in the event of absence of the Chair.

(d) Shall lead the invocation and pledge of allegiance at the County Board meetings.

(e) Except for organizational meetings, shall be an ex officio member of all committees, commissions and boards created by the Board and may meet and deliberate in their meetings. He or she shall have the power to vote in such committee only in order to establish a quorum and shall be entitled to vote on any matters presented to the committee until such time as a quorum of the regular committee members is present.

2.05 COMMITTEES OF THE COUNTY BOARD. (1) The purpose of this Rule is to define the structure, purposes and duties of the County Board Committee system. All matters pertaining to committee organization and membership and responsibilities shall be construed in favor of the declared will of the County Board in these Rules, consistent with the intent of Section 59.03 and 59.04, Wisconsin Statutes. (County Organization)

(2) Each Committee of the County Board shall have policy oversight authority for all programs and activities of Departments, Offices, Boards, Commissions and Authorities under their respective oversight authority.

(3) A Committee, Board, Council or Authority requesting County Board consideration on any issue shall refer the request to its standing committee of policy oversight authority for consideration and referral to the County Board as deemed appropriate.

(4) A majority of any committee shall constitute a quorum for the transaction of business.

(5) Except as provided in these Rules, the County Board will not act on any proposal brought it unless a standing committee has considered and acted upon said proposal and is submitted in proper resolution or ordinance format.

(6) All items acted upon (as opposed to tabled or held) at any meeting of any standing committee shall be forwarded to the County Board in report form for consideration and inclusion on the County Board agenda under the title "Reports". Such report will be drafted by the County Board staff and will include the title of each item on the agenda (other than procedural items such as call to order, adoption of agenda, adjournment, etc.) and final action taken. The County Board shall have final approval authority over all items contained in each committee report.

(7) Each standing committee shall have no fewer than five members as designated by the County Board Chair.

(8) Standing Committees may, by completing a Corporation Counsel approved fill-in-the-blank Resolution available from the County Board Office and obtaining County Board approval, establish Sub and Ad Hoc Committees composed entirely of their own membership or may call upon the assistance of non-supervisors in examining particular issues. Appointment to subcommittees and the selection of nonsupervisory advisors shall be at the discretion of the committee chair, and said appointments shall be confirmed by majority vote of those Standing Committee members present and voting. Standing Committees have the authority to terminate Sub and Ad Hoc Committees by motion and majority vote of those present and voting. Standing Committees must renew authority for any and all Sub and Ad Hoc Committees to continue to exist by submitting a new Resolution for County Board consideration in May of all even numbered years, and if such a Resolution fails to pass the County Board by a majority vote of those present and voting, then the Sub or Ad Hoc Committee in question shall cease to exist.

(9) Subcommittees established under (8) above shall have no official standing and shall report only to the standing committee which established it, unless the standing committee provides otherwise.

(10) Standing Committees shall act on all requests from departments, offices, committees, commissions and authorities over which they have policy oversight authority and to create new positions and forward a recommendation directly to the County Board including a job description of each position to be considered. Unless otherwise provided, the standing committee shall, at his/her discretion, appoint members from the standing committee to any office, committee, commission, or authority whose membership requires a representative from that standing committee. Any requests for newly created positions as described as follows, or changes to existing positions in the Table of Organization from departments and offices, will require review by the appropriate Standing Committee and approval of the County Board in the form of a resolution and such changes will not be considered for inclusion in the annual budget unless approved at or prior to the annual budget meeting: newly created regular full-time positions; newly created regular part-time positions; regular part-time positions that are increased to regular full-time positions.

(11) A standing committee acting as the policy oversight committee for a county department or agency shall have the following duties:

(a) Monitor the expenditure of county funds committed to the department or agency in terms of its stated goals and objectives.

(b) Formulate policy for the department or agency and monitor compliance with that policy.

(c) Have referred to it and act on all resolutions and ordinances affecting any department or agency it oversees.

(12) A standing committee acting as a policy oversight committee for a county-created commission, board or agency, a county elective officer or an independent agency shall have the following duties:

(a) At least annually, review the expenditure of county funds committed to the committee, board, agency or office in terms of the stated goals and objectives sought to be accomplished.

(b) Evaluate the policies of the committee, board, agency or office for compliance with overall policies of the county and make recommendations for changes thereto to the committee, board, agency or office.

(c) Have referred to it for review all resolutions and ordinances affecting any county-created committee, board, agency or office for which it has policy oversight functions, as well as introduce such resolutions and ordinances when it sees fit.

(13) The standing committees of the Brown County Board shall be:

- (a) The Administration Committee.
- (b) The Planning, Development and Transportation Committee.
- (c) The Public Safety Committee.
- (d) The Human Services Committee.
- (e) The Education and Recreation Committee.
- (f) The Executive Committee.

(14) Each standing committee's recommendations within its area of policy oversight shall be forwarded from the committee to the County Board, without review by any other standing committee, except as provided in these rules. ~~Those items, matters, and/or recommendations which have been indefinitely or permanently tabled or held at the standing committee level may be added to the Executive Committee Agenda by any County Supervisor for consideration and upon request at least 48 hours prior to the scheduled Executive Committee Meeting.~~

(15) Each Committee shall review and approve any application for a new loan before any County entity applies for such a loan. Each committee shall also review and either accept or decline any grant funding received outside of the County's annual budget process through the established budget adjustment process.

(16) Each standing committee shall act as the policy oversight committee on all policy matters relating to budget review, bond-related issues, capital project planning, building maintenance, space needs, leasing, rentals, purchase or sale of real estate and the construction, improvement, repair or maintenance of county buildings and grounds for departments for which

the committee has policy oversight authority. ~~Standing Committee policy decisions related to the purchase, sale, leasing or rental of real estate and real estate development issues shall be referred to the Executive Committee for review.~~

~~(17) Review of policy matters relating to bond related issues shall be referred from the Administration Committee to the Executive Committee. Each standing committee shall serve as the legislative body to work with Wisconsin Counties Association and state and federal governments as it relates to county issues for which it has policy oversight functions.~~

2.06 ADMINISTRATION COMMITTEE. The Committee shall have the duty and responsibility to:

- (1) Act as the policy oversight committee for the following departments:

County Clerk
County Treasurer
Technology Services
Administration
Human Resources
Child Support
Corporation Counsel

- (3) Review policy matters relating to banks, bonds, the collection of delinquent taxes and the acquisition and sale of tax deeded properties and to make reports to the County Board. Pursuant to Wis. Stats. Sec. 75.35(2)(d), the County Board of Supervisors has delegated its power to make final decisions regarding the sale of tax-deeded lands to the Administration Committee, the Administrative Committee may direct the County Treasurer to sell tax-deeded lands in a manner and price consistent with the Wisconsin State Statutes, and any such direction of the Administration Committee shall not be subject to further review by the County Board, in order to allow the Treasurer to immediately market the properties.

- (4) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

- (5) Prior to November 1 of the year preceding a year in which an election for the position of county executive is to be conducted, consider and make recommendations to the full Board on a compensation package for that office.

- (6) Prior to November 1 of off numbered years, consider and make recommendations to the full Board on a compensation package for the County Board Supervisors to be elected at the succeeding spring election.

- (7) Consider and make recommendations to the County Board on matters relating to County finances including resolutions for fund transfers, contracts, and land acquisition and real estate transactions which are not otherwise committed to a different standing committee.

- (8) To act as a finance committee and exercise the following responsibilities as such:

- (a) Committee of jurisdiction for any matters relating to finances, taxes, insurance, tax titles, licenses, claims, bonds and any other related items that have not been assigned to another committee or designee.

(b) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption. After adoption of the annual budget, the Committee shall have authority to make budgetary alterations as permitted by Section 65.90 (5)(b), Wis. Stats., provided they do not exceed 10% of the overall budget for that department.

(c) Recommend to the County Board all requests for transfers of funds from the General Fund or Contingency Fund.

(d) Approve all insurance policies including health, dental, life, worker's compensation, fire and liability.

(e) Examine all invoices filed against the County by each department responsible to the Administration Committee and other invoices not examined by any other committee, board or commission and report to the County Board at each meeting.

(f) Examine all claims filed against the County except dog damage claims and recommend their allowance or disallowance that have not been assigned to another committee or designee.

~~(g) Approve all requests for transfer of monies from the Contingent Fund.~~

~~(h) Approve all requests for transfer of monies from the General Fund.~~

(9) To act as a personnel committee and exercise the following responsibilities as such:

(a) Establish negotiating recommendations relating to policy questions of wages, hours and conditions of employment.

(b) Advise the County Executive on matters concerning implementation of personnel policy.

(c) Review proposed personnel policies and amendments for all county departments as developed and recommended by the Human Resources Manager and make recommendations to the County Board for consideration and legislative action.

(10) Develop, review and make recommendations to the County Board on proposals for legislation and administrative rules that may have a programmatic or fiscal impact on Brown County government.

(11) Review and approve all changes in tables of organization within oversite departments including layoffs or changes in class specifications, and make recommendations to the County Board.

2.07 PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE. The Committee shall have the duty and responsibility to:

(1) Act as policy oversight committee for the following Departments:

Planning and Land Services
Land Conservation Department

Register of Deeds
Solid Waste
U.W. Extension
Department of Public Works
Airport
Port and Solid Waste

(2) Act as the policy oversight committee for the Land Information Office, Board of Adjustment, Plan Commission, the County Solid Waste Authority, the Green Bay Metropolitan Sewerage District Commission, the Brown County Housing Authority and Brown County Harbor Commission.

(3) Act as the Brown County Highway Committee pursuant to Section 85.015, Wis. Stats. It is hereby declared to be the policy of Brown County that the number of members of the County Highway Committee shall be no fewer than 5, and the membership shall be the same as the membership for the Planning and Development Committee, and the members shall be appointed in the same manner and for the same term as the members of the Planning and Development Committee. Vacancies on the Highway Committee shall be filled in the same manner as vacancies on the Planning and Development Committee.

(4) Act as the Land Conservation Committee in accordance with Chapter 92, Wis. Stats.

(5) Act as the Brown County Extension Education Committee in accordance with Section 59.87, Wis. Stats.

(6) Advise the County Board on all matters relating to the conservation of natural and environmental resources in Brown County; and confer and cooperate with any other agency interested in environmental quality and conservation.

(7) Report to the County Board regarding all proposed cemetery maps and plats in accordance with s. 157.07, Wis. Stats.

(8) Coordinate all policy matters relating to agriculture and soil and water use and conservation in the county, in cooperation with any interested governmental agency.

(9) Review dog claims under chapter 174, Wis. Stats., and on behalf of the County, approve, approve in part, or deny such claims according to the standards set forth in the statutes except that approved claims over the amount of \$1,500 shall be brought to the full Board before payment.

(10) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

(11) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats., and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(12) Act as committee for the review of: (1) contracts with the United States government or any agency thereof, (b) contracts with the State of Wisconsin or any agency thereof.

(13) Review and approve all changes in tables of organization within oversight departments including layoffs or changes in class specifications, and make recommendations to the County Board.

2.08 PUBLIC SAFETY COMMITTEE. The Committee shall have the duty and responsibility to:

- (1) Act as the policy oversight committee for the following departments:

Clerk of Courts
Circuit Courts
Medical Examiner
District Attorney
Sheriff
Public Safety Communications

- (2) Act as the policy oversight committee for the Traffic Safety Commission and Emergency Medical Services Council.

(3) The Committee is hereby designated to be the County Emergency Government Committee and the chair of the County Board shall designate the chair of the Emergency Government Committee from among the members of the Committee, in accordance with Section 166.03(4)(c), Wis. Stats., and the Chair chosen by the County Board Chair shall act as the chair when the Public Safety Committee meets and conducts business as the County Emergency Government Committee.

- (4) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats. and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(5) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

(6) Review and approve all changes in tables of organization within oversight departments including layoffs or changes in class specifications, and make recommendations to the County Board.

2.10 HUMAN SERVICES COMMITTEE. The Committee shall have the duty and responsibility to:

- (1) Act as the policy oversight committee for the following Departments:

Heath Department
Handicapped School System (Syble Hopp School)
Community Treatment Center
Department of Human Services
Veterans Service Office
Aging and Disability Resource Center

(2) Act as the policy oversight committee for the Human Services Board, Community Programs Board, Handicapped School Board, Commission on Aging, and Community Options Planning Committee.

(3) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats., and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(4) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

(5) Review and approve all changes in tables of organization within oversight departments including layoffs or changes in class specifications, and make recommendations to the County Board.

2.11 EDUCATION AND RECREATION COMMITTEE. The Committee shall have the duty and responsibility to:

(1) Act as the policy oversight committee for the following Departments:

Brown County Golf Course
Brown County Library
Neville Public Museum
Parks Department
NEW Zoo

(2) Act as the policy oversight committee for the Arena and Exposition Center, Library Board, and the Neville Public Museum Board.

(3) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats., and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.

(4) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

(5) Review and approve all changes in tables of organization within oversight departments including layoffs or changes in class specifications, and make recommendations to the County Board.

2.12 EXECUTIVE COMMITTEE. The Executive Committee shall consist of the Chair of each standing committee of the County Board, the Board Chair and Vice Chair. The County Board Vice Chair shall serve as committee Chair. In the event that the Committee Chair is not able to attend an Executive Committee meeting, or portion thereof, the Vice Chair of that committee shall be allowed to attend the meeting as a member of the Executive Committee and to vote accordingly until such time as the Committee Chair is able to attend. The Executive Committee shall only meet when called into session according to Section 2.13(1)(f) or at the discretion of the Vice Chair of the County Board. The Committee shall have the duty and responsibility to:

(1) Act as policy oversight committee for ~~the County Internal Auditor, for the County Corporation Counsel and for~~ any matter not herein delegated to another standing committee as determined by the County Board, or by the Chair or Vice Chair of the County Board.

(2) ~~Develop, review and make recommendations to the County Board on proposals for legislation and administrative rules that may have a programmatic or fiscal impact on Brown County government. Act on any matters referred to this committee via the County Board, or via the Vice Chair or Chair of the County Board, and make recommendations to the County Board as appropriate.~~

~~(3) Review long range and short term planning of county related capital projects at the call of the committee chair.~~

~~(4) Establish negotiating recommendations relating to policy questions of wages, hours and conditions of employment.~~

~~(5) This Committee shall have referred to it all matters not vested in any other committee, shall serve as the legislative body to work with Wisconsin Counties Association and our state and federal governments as it relates to county issues. This committee shall also serve as liaison with the County Executive to improve communication and working relationships.~~

~~(6) Review and act upon personnel actions taken by the other standing committees of the County Board and perform the following personnel policy functions:~~

~~(a) Advise the County Executive on matters concerning implementation of personnel policy.~~

~~(b) Review proposed personnel policies and amendments as developed and recommended by the Human Resources Manager and make recommendations to the County Board for consideration and legislative action.~~

~~(c) Review personnel actions in all county departments as reported by the Human Resources Manager.~~

~~(d) Approve funding and funding transfers necessary to implement this Code subsection, (6), without the necessity for Administration Committee approval.~~

~~(e) Direct that all changes in tables of organization, which are anticipated to last more than three (3) months, including layoffs or changes in class specifications, as per Administrative Policy HR-1, Departmental Reorganization, (attached), shall be reviewed and approved by the appropriate oversight committee, the Executive Committee and the County Board.~~

~~(f) Perform other related duties as assigned by the County Board.~~

2.13 MEETINGS, AGENDAS. (1)(a) The County Board shall hold its organizational meeting on the third Tuesday in April as required by Section 59.04(1)(c), Wisconsin Statutes.

(b) The County Board shall commence its annual session and hold its annual meeting during October or November, either on or prior to the Tuesday after the second Monday of November in each year. The specific date for the annual meeting shall be designated by the Board Chair. Annual meeting may be adjourned by the County Clerk upon the written request

of a majority of the Supervisors to a day designated in the request, but not less than one week nor more than three weeks from the Tuesday after the second Monday of November.

(c) A special meeting of the Board shall be held upon a written request of a majority of the Supervisors delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request unless the matter to be considered is substantial legislation as hereinafter defined. A special meeting of the Board to consider substantial legislation shall be held only upon a written request of a two-thirds majority of the Supervisors delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 5 business days from the delivery of the request. For purposes of this paragraph, substantial legislation shall mean any legislation which includes a financial transaction greater than \$10,000.00, or a change in the County Code of Ordinances. Substantial transactions shall not include, however, matters which involve any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. Litigation requiring consideration.
3. An emergency as determined by the County Board Chair.
4. Bonding matters.

(d) Emergency meetings of the County Board may be called by the Board Chair, or, in his absence, by the Vice-Chair, by making a written Declaration of Emergency and filing same with the County Clerk who will attempt to notify each County Board Supervisor at his home address or the Supervisor's place of work, of the time and place of such emergency meeting as well as the purpose of such meeting. The emergency meeting shall take place not less than six hours after the filing of the written Declaration of Emergency. In addition, the County Clerk shall notify all news media who have requested to be notified of the time and place and purpose of said emergency meeting. An emergency meeting is a meeting called to discuss a matter upon which immediate action might be necessary in order to protect the health, safety and welfare of the citizens of Brown County.

(e) The Board shall conduct regular monthly meetings on the third Wednesday of each month beginning at 7:00 p.m. unless moved to a different date or hour by adjournment of the previous meeting.

(f) A special meeting of any Brown County committee or commission shall be held upon the written request of a majority of the members of that committee or commission or County Board Chair delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request unless the matter to be considered is substantial legislation as hereinafter defined. A special meeting of any Brown County committee or commission to consider substantial legislation shall be held only upon a written request of a two-thirds majority of the members of that committee or commission or County Board Chair delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 5 business days from the delivery of the request. For purposes of this paragraph, substantial legislation shall mean any legislation which includes a financial transaction greater than \$10,000.00, or a change in the County Code of Ordinances. Substantial transactions shall not include, however, matters which involve any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. Litigation requiring consideration.
3. An emergency as determined by the County Board.
4. Bonding matters.

(2) The County Board, its committees, boards, commissions and agencies shall comply with the Open Meeting Law in accordance with subchapter IV Open Meetings of Government Bodies 19.81-19.85 of the Wisconsin Statutes and subsequent amendments thereto and in accordance with subsequent interpretations by the Attorney General of Wisconsin.

(3) The Chairman shall call the session of the County Board to order at the usual time or at the hour to which the Board stands adjourned. The business in order shall be:

1. Call to order.
2. Invocation.
3. Pledge of Allegiance to the flag.
4. Opening Roll call.
5. Adoption of agenda.
6. Comments from the Public:
 - a. State name and address for the record.
 - b. Comments will be limited to five minutes.
 - c. The Board's role is to listen to public comments, and not to ask questions, discuss nor take action regarding public comments.
7. Adoption of the minutes of the previous meeting.
8. Announcements by Supervisors.
9. Presentation of petitions, communications, etc. for consideration.
10. Appointments by County Board Chair and County Executive.
11. Reports of the Board Chair and County Executive.
 12. Reports Other Than Standing Committee Reports.
 13. Standing Committee Reports.
 14. Presentation and consideration of Resolutions and Ordinances from the County Board standing committees in alphabetical order.
 15. Closed session when necessary upon advice of Corporation Counsel.
 16. Such other matters as are authorized by law.
 17. Presentation of bills over \$5,000.00.
 18. Closing Roll Call.
 19. Adjournment.

(4) (a) The County Board agenda will be prepared by the County Board staff under the direction of the Board Chair.

(b) All agenda items to be considered at a meeting of the County Board, its standing committees and all committees, boards and commissions of Brown County government shall be submitted to the County Board office by 4:00 p.m. on Tuesday of the week preceding the meeting for inclusion on the meeting agenda. The County Board staff shall draft, properly notice and mail all agendas and packets as prescribed by Chapters 19 and 59, Wisconsin Statutes, and these County Board rules. The mailing date will be Thursday.

(c) No agenda addition requests will be considered unless, due to time constraints, it cannot be held over to the next meeting for any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. An additional expenditure of funds would be required if held over.
3. Cause an adverse working condition for an employee or department.
4. Litigation requiring consideration.
5. An emergency as determined by the County Board Chair.

(d) All agenda addition requests must be accompanied by an explanation of the appropriate category as specified above. Agenda items of every meeting of a

governmental body shall be given at least 24 hours prior to the commencement of such meeting.

(e) 2/3 vote of the members present is required to add the request to the agenda prior to adoption of the agenda.

(f) All resolutions and ordinances are to be final drafted by the County Corporation Counsel's office and shall indicate whom the final drafter was at the bottom of each resolution and ordinance.

(g) All resolutions and ordinances are required to have a financial note from the Director of Administration, when applicable.

(h) Any item, other than a closed session item that has not been acted upon (e.g., that has been tabled, held, received and placed on file, or that did not result in a motion and vote on said closed session item when the closed session ended and regular business resumed), appearing on a committee meeting agenda may be taken up by the County Board at the next regularly scheduled Board meeting following said committee meeting. Any closed session item that has not been acted upon listed on a county committee meeting agenda for the month shall be placed on the following Brown County Board regularly scheduled meeting agenda following said committee meeting only at the written request of any County Supervisor at least 48 hours prior to the scheduled Board Meeting, and any such request shall be made to the County Board Chairperson, or in the absence of the County Board Chairperson, to the County Board Vice Chairperson.

(5) (a) Minutes of each meeting of the County Board and meetings of all County committees, commissions, boards, etc., whether in regular session, special session or closed session, shall be taken, typed and filed with the County Board staff by the secretary of the committee, commission or board or other person so designated within 3 working days of the meeting. Closed session minutes should be limited to motions made and votes, if any taken, in closed session.

(b) Minutes of any closed session shall not be made available to the public until the reason for calling the closed session no longer exists as determined by the Chair of that closed session upon the advice of Corporation Counsel.

(c) Meetings shall be held at the call of the committee, commission or board chair, or at the call of a majority of its members.

(d) Committee, commission, or board meetings shall be held following the rules set up by that group providing they do not conflict with state law and these rules.

(e) Officers of the County Board standing committees shall be elected during the committee organization meeting and shall serve a term corresponding to the supervisor's term unless otherwise provided in these rules. A majority of the members may determine if the election shall be by secret unsigned ballot.

(f) Minutes shall include all motions, actions taken on motions, and a summary of discussion pertinent to the subject matter. Minutes may be approved, or amended and approved, by the body they regard at its next scheduled meeting, but any amendment(s) to minutes shall be for corrective purposes only. If minutes are amended, then the amendment(s) shall appear in underline ("underline") immediately following the portion of the minutes that are being amended, and the portion of the minutes that are being amended shall remain intact but shall appear in strikethrough ("~~strikethrough~~") to indicate said portion

has been amended while at the same time preserving said portion that is being amended in a legible, strikethrough format.

(6) No County Board meeting nor any meeting of County committees, boards or commissions, including standing committees, of Brown County government shall take place on any primary or general election date held in Brown County, unless an emergency is declared by the County Board Chair.

(7) Mileage reimbursement for County Board Supervisors that attend County Board Meetings and/or Committee Meetings. County Board Supervisors that attend County Board Meetings and/or Committee Meetings shall be reimbursed for mileage as required by Wis. Stats. Sections 59.10(3) and 59.13(2), as they exist now and as they may be amended in the future.

(a) Attending County Board Meetings. County Board Supervisors shall, upon request, be reimbursed for mileage, at the rate established by the County Board as the standard mileage allowance for all county employees and officers, for attending up to 30 Days of County Board Meetings in a calendar year, including mileage incurred as a result of going to and returning from said meetings by using the most usual traveled route.

(b) Attending Standing Committee Meetings. County Board Supervisors shall, upon request, be reimbursed for mileage, at the rate established by the County Board as the standard mileage allowance for all county employees and officers, for attending up to 30 Days per calendar year of Standing Committee Meetings regarding Standing Committees which they are a member of, including mileage incurred as a result of going to and returning from said meetings by using the most usual traveled route. Mileage reimbursement shall not be paid for attending more than 2 Standing Committee Meetings per day.

2.14 PARLIAMENTARY PROCEDURES. (1) Pursuant to Section 59.02(3), Wisconsin Statutes, a majority of Supervisors entitled to a seat shall constitute a quorum to transact business. All questions shall be determined by a majority of the Supervisors present unless otherwise provided.

(3) The County Clerk shall read only the headings of resolutions to be considered at County Board sessions, unless reading of any resolution is requested by a majority of Supervisors present.

(4) When the County Board meets in a declared emergency, the County Clerk will read the written Declaration of Emergency.

(5) In the absence of the Chair and Vice-Chair, the Board shall select one of its members to preside for the day.

(6) A member not present during any meeting of the Board, or any Board standing committee to which that member is appointed, shall be recorded as absent unless excused by the Chair or the Clerk prior to such meeting. A member wishing to be absent while the meeting is in session shall first obtain consent from the Chairman of that meeting.

(7) The Chair shall preserve order and shall vote on the call of ayes and nays, and the Chair shall decide questions of order subject to an appeal to the Board, except that the Chair shall not vote on appeals from the Chair's decision.

(8) No member of the Board shall have the privilege of addressing the County Board unless recognized by the Chair.

(9) When a motion is made and seconded, it shall be stated by the Chair previous to debate. If any member requires it, all motions (except to adjourn, postpone or refer) shall be reduced to writing, and if a question contains several points, any member may have it divided. A motion or resolution may be withdrawn at any time before amendment or decision.

(10) When a question is under debate, no motion shall be received, except the following motions:

- (a) Adjourn
- (b) Move the previous question
- (c) Table indefinitely or to a certain time
- (d) Refer
- (e) Amend

which shall have precedence in the above order. A motion to adjourn, move the previous question, or table indefinitely or to a certain time shall be decided without debate, provided that a member of the committee introducing the resolution shall be allowed to speak before a vote to table. This rule shall not authorize any member to move for adjournment when another member has the floor or when the Board is voting. A motion to refer or to amend may be debated. Any Motion to Amend shall be voted upon or withdrawn prior to any other Motion to Amend being allowed or considered.

(11) Whenever any member is to speak in debate or deliver any matter to the Board, that member shall address the Chair, confine the remarks made to the question under debate, and avoid personality. No member shall speak except in his/her place, nor more than twice on any question, and not to exceed ten minutes at a time, except on leave of the Board.

(12) A member called to order shall immediately cease speaking but may appeal the decision of the Chair to the Board.

(13) Any member desiring termination of the debate may move the previous question or call for the question. Unless otherwise specified in the motion, it shall apply only to the immediately preceding question, and if an amendment is under discussion, it shall apply only to the amendment and not to the main question. The member who made the main motion shall be allowed to speak prior to the Chairman's acceptance of the motion for the previous question or call for the question. A 2/3 vote of the members present shall be required for adoption.

(14) All questions shall be put in the order they were moved, except privileged questions.

(15) Whenever the request for a roll call is defeated by the majority of the County Board, the Clerk shall record the ayes and nays of all those supervisors who request to be recorded on the roll call.

(16) No member of the Board shall leave the room during roll call until the results are announced by the Chair.

(17) It shall be in order for any member voting on the prevailing side to move for a reconsideration of the vote on any question on the same day or to give written notice to the County Clerk no later than seven (7) business days following the previous regularly scheduled County Board Meeting of his/her intent to move for reconsideration at such next County Board meeting. If notice is not given in this manner, the matter shall not be subject to reconsideration. A motion for reconsideration shall not be accepted by the Chair unless it can

be determined that the person making the motion had voted on the prevailing side. Any motion for reconsideration must be adopted by a majority of the members present.

(18) Any person not a member, desirous of addressing the Board on any subject germane to the Agenda topic being discussed, shall first obtain leave, such leave being requested by a member to the Board to have a suspension of rules. The Chair, without suspension of rules, shall be permitted to call upon the Department Head or his designee of any of the departments for remarks pertaining to their departments.

(19) All claims and accounts against the county shall be referred to the proper committee authorized by this Board to audit same. No committee shall report any claim or account unless it is made out in items and duly verified and filed with the Clerk. All current accounts against the county in excess of \$5,000 shall be approved by a majority of members present.

(20) All County Board final votes on resolutions and ordinances which are before the Board shall be displayed. This mandatory display does not include votes on amendments or on motions to refer, table, or the like, unless requested in the usual manner.

(21) These rules may be suspended by a vote of two-thirds of the members present.

(22) The rules of Parliamentary Practice comprised in Robert's Rules of Order, revised, shall be the Rules of Order in all cases in which they are not inconsistent with these rules.

2.15 PUBLICATION OF COUNTY BOARD PROCEEDINGS. A true and accurate copy of all proceedings had at any regular or special County Board meeting shall be published once in a newspaper to be selected by the Board of Supervisors on a bi-annual basis, after receipt and review of bids from newspapers published in Brown County which meet the qualifications of publishing newspapers as set forth in Ch. 985, Wis. Stats., as amended from time to time; said publication to be completed within 60 days after the adjournment of each session.

2.16 APPOINTMENT TERMS FOR COMMITTEES, COMMISSIONS AND BOARDS. All appointments to Committees; Commissions and Boards be appointed for a stated period of time. All appointments will be forwarded to the appropriate oversight committee with a complete resume of the appointee. If there is no oversight committee appropriate for the appointed position, appointments will go to the Executive Committee. The oversight committee will review the appointment and make a recommendation to the Brown County Board of Supervisors. The County Executive, {Wisconsin State Statutes 59.17(2)(c)} will make every effort to re-appoint or make a new appointment to fill expiring terms to Committees; Commissions and Boards in a timely manner. In the event no re-appointment or new appointment is confirmed by the Brown County Board of Supervisors prior to the end of the term of the appointment, the present confirmed member will serve until a re-appointment or new appointment is confirmed.

(2) All appointments made to serve on County Committees, Commissions or Boards shall only be made to individuals who serve and live in the taxing district related to the appointed Committee, Commission or Board. The individual appointees shall not have competing interests, as those interests related to where the appointee lives, to the County's Committee, Commission or Board's interests which they are appointed to serve on. Any individual currently serving on a Committee, Commission or Board for the County, at the time this ordinance becomes effective, shall be grandfathered in and allowed to continue to serve out their term, but only until their term expires.

2.17 COUNTY EMAIL USE BY COUNTY BOARD SUPERVISORS. This Section shall take effect on April 21, 2020. In order to facilitate compliance with the WI Public Records and Open Meetings Laws, Brown County provides each County Board Supervisor with an official County Email Address/Account. County Board Supervisors are not required to use email for any purpose, but when choosing to use email to conduct official County business and/or to act in their official capacity as County Board Supervisors, County Board Supervisors are required to only use their official County Email Address/Account. The Brown County Department of Technology Services shall not honor any request to allow a County Board Supervisor to use anything other than their official County Email Address/Account, and shall not facilitate forwarding a County Board Supervisor's emails to another personal email address/account as that could frustrate the WI Public Records and Open Meetings Laws.

March 18, 2020

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING BUDGET CARRYOVER REQUESTS
FROM 2019 BUDGET TO 2020 BUDGET

WHEREAS, the below departments have submitted requests to carry forward funds from the 2019 budget to the 2020 budget, which requires approval by a 2/3 vote of the full County Board:

<u>DEPARTMENT/PROJECT</u>	<u>AMOUNT REQUESTED*</u>
Administration	30,000
Airport	12,510
Board of Supervisors	1,300
Corporation Counsel	30,000
Executive	30,912
Health & Human Services-Community Services	84,300
Health & Human Services-Public Health	85,934
Parks	42,200
Parks – Donations	10,000
Parks – Boat Landing	60,916
Port and Resource Recovery	33,804
Public Safety Communications	35,000
Sheriff	23,265
Veterans Service Office	21,989

and,

WHEREAS, this resolution is necessary to ensure activities are appropriated and accounted for properly, and this resolution has been approved of and recommended by the relevant oversight committees.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors hereby authorizes and approves the above carryover requests.

**Estimated amount calculated at time of resolution. Actual amount may be changed due to audit or adjusting entries.*

Respectfully submitted,

ADMINISTRATION COMMITTEE

EDUCATION AND RECREATION
COMMITTEE

13

EXECUTIVE COMMITTEE
HUMAN SERVICES COMMITTEE
PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE
PUBLIC SAFETY COMMITTEE

Approved By:

TROY STRECKENBACH,
COUNTY EXECUTIVE

Date Signed: _____

20-022R

Authored by Administration

Approved by Corporation Counsel's Office

Fiscal Note: This resolution does not require an appropriation from the General Fund. All carryover request amounts have been verified as available by the Department Accountants.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

13

AS AMENDED AT ADMINISTRATION COMMITTEE ON MARCH 5, 2020

March 18, 2020

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION ESTABLISHING THE SALARIES OF CERTAIN ELECTIVE
OFFICIALS - COUNTY CLERK, COUNTY TREASURER AND REGISTER OF DEEDS**

WHEREAS, the Brown County Code of Ordinances, and State of Wisconsin Statutes, require that compensation for certain elective County officials be established by the Brown County Board of Supervisors prior to the earliest time for filing nomination papers for such elective offices; and

WHEREAS, the Brown County Board of Supervisors desires to set the compensation for the County Clerk, County Treasurer and Register of Deeds, as more further described below.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby sets the total annual compensation for the County Clerk, County Treasurer and Register of Deeds, to be effective the first day of the term of office that begins after the date this resolution is adopted, as follows:

Year	County Clerk	Register of Deeds	Treasurer
2020 (Rate approved by resolution on 11/4/15)	\$75,700	\$75,700	\$75,700
2021	*\$75,700 \$78,349	*\$75,700 \$78,349	*\$75,700 \$78,349
2022	*\$75,700 \$79,916	*\$75,700 \$79,916	*\$75,700 \$79,916
2023	*\$75,700 \$81,514	*\$75,700 \$81,514	*\$75,700 \$81,514
2024	*\$75,700 \$83,144	*\$75,700 \$83,144	*\$75,700 \$83,144

and

BE IT FURTHER RESOLVED that each elective official named in this Resolution: 1) is entitled to participate in the Wisconsin Retirement System ("WRS") as authorized by law; and 2) is required to pay his or her share of the total WRS required contribution for the position. Brown County will only pay its share of the total required WRS contribution, the amount elected officials are required to pay for their required WRS contribution may change when the WRS rate is adjusted, and these required contributions will be made pre-tax; and

BE IT FURTHER RESOLVED that each elective official is conditionally eligible for, and may elect to receive, health insurance through Brown County's group health insurance plan. This eligibility for health insurance coverage is expressly subject to the same terms and conditions (e.g., premium contribution, deductibles, co-pays, etc.) that full-time, non-represented employees of Brown County enjoy; and

BE IT FURTHER RESOLVED that each elective official is eligible for, and may elect to participate in, the fringe benefit package provided to full-time, non-represented employees of Brown County. Such eligibility and participation is subject to the same terms and conditions that full-time, non-represented employees of Brown County enjoy.

Fiscal Note: This resolution does not require an appropriation from the General Fund in 2020. It creates structural deficits in proceeding years as outlined in the table.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

15

20-014R

Authored by: Corporation Counsel per Administration Committee

Approved by: Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
STIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL

Brown County

305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03-06-2020
REQUEST TO: Exec Comm and Co Bd
MEETING DATE: 03-09-2020 and 03-18-2020, respectively
REQUEST FROM: Dave Hemery, Corp Counsel
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION ESTABLISHING THE SALARIES OF CERTAIN ELECTIVE OFFICIALS - COUNTY CLERK, COUNTY TREASURER AND REGISTER OF DEEDS - AS AMENDED AT ADMIN COMM ON 03-05-2020

ISSUE/BACKGROUND INFORMATION:

To Set Elected Officials Salaries

ACTION REQUESTED:

Consideration

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$ Creates structural deficits as outlined in Resolution and Fiscal Statement
2. Is it currently budgeted? ☐ Yes ☒ No ☐ N/A (if \$0 fiscal impact)
 - a. If yes, in which account? _____
 - b. If no, how will the impact be funded? *Fiscal Note: This resolution does not require an appropriation from the General Fund in 2020. It creates structural deficits in proceeding years as outlined in the table.*
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

15